

### DOI Work Activity P1: Manage and Preserve Trust Records

<b>Program Area:</b>	Indian Trust Fulfillment
<b>End Outcome Goal:</b>	SEO 3 - Fulfill Indian Fiduciary Trust Responsibilities
<b>Intermediate Outcome:</b>	SIO 3.1 – Ownership Information that is Accurate, Timely, and Reliable
<b>DOI Sub process:</b>	1c – Manage data

#### Examples/Notes:

**Work Activity Description:** Includes all costs associated with creating, managing, and preserving trust records with adequate and proper documentation so that the information necessary to fulfill DOI's fiduciary responsibilities is protected, available, and accessible to beneficiaries as follows:

- ◆ Ensure necessary Indian records are maintained;
- ◆ Evaluate the trust records program at the agency and regional office level of BIA/OST;
- ◆ Develop record retrieval policies and procedures and informing customers of policies and procedures;

Records retention needs are met through authorized schedules in accordance with National Archives and Records Administration (NARA);

Records are safeguarded throughout their life-cycle by developing and implementing records preservation technology plan, improve security for existing facilities, and consolidation of all records to be in the possession at the Federal Records Center (FRC).

<b>Output:</b> Records preserved	<b>Unit of Measure:</b> Number of records preserved
<b>Inputs:</b> Staff time, travel contract support, shipping/printing costs, storage, equipment, security and IT costs	<b>Cost Drivers:</b> American Indian Trust Fund Management Reform Act of 1994, the Federal Records Act, Cobell litigation, OMB Circular A-123, and 36 CFR 1220-1236

**System Interfaces:** MS Office Professional

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